

Appendix Z

**Hazardous Wastes Handling Employees List
(Additional)**

EXEMPT JOB QUESTIONNAIRE FORM

I. General

Job Title: Emergency Response Tech. I Revision Date: July 1995
 Grade: 22 Job Code: 46280
 Reports to: Supervisor Fire & Emergency Response Department: H, S & ER

II. Primary Emphasis (State overall purpose of job and how it fits into the total scheme of company operations.)

Supervise the refinery security in regards of protection of life and property. Also responsible of the Emergency Response responsibilities on all shifts. He/she acts as Emergency Response Manager during night shifts. Provides on-shift response to fires, oil spills and other emergencies. Also provides consultation to the shift superintendent in all emergency response, safety and security issues.

III. Dimensions (Magnitude or dollar impact of the job on the company; complete relevant items.)

Employees Supervised		Annual Payments	_____
Direct <u>16</u> Indirect _____		Annual Sales	_____
No. of Customers _____		Expense Budget	_____
No. of Transactions _____		Capital Budget	_____
Other _____			

IV. Principal Functions (Key responsibilities that support the strategic focus on the job.)

1. Supervise the Refinery security forces.
2. Patrol all Refinery property checking for security, safety and environmental problems.
3. Respond to all emergencies, administer first aid, executes all emergency procedures and provide emergency medical transportation if needed.
4. Interface with customers, community, contractors, Government agencies and visitors.
5. Provide access to Warehouse and Tool Room and issue tools and materials during back shifts as it may be requested by Shift Superintendent.
6. Conduct security and accident investigations, and prepare written reports of all activities.
7. Administer the Refinery key system.
8. Issue access passes to authorized personnel.

Emergency Response Tech. I

9. Standby at Dispensary during nurses lunch period and provide emergency first aid during back shifts as it may be needed.
10. Call and/or transport employees for unscheduled work as it may be requested by Shift Superintendent.
11. Interrelate with Tank Farm and Marine Department personnel as directed by Shift Superintendent during back shifts.
12. Provide assistance to Security Manager in the discharge of all security related tasks and perform these duties as it may be requested.
13. Carry out inspection, maintenance and repair of all fire & emergency response equipment. Issue work requests for repairs of services that are beyond the department capabilities.
14. Conduct scheduled operational tests of all fire & emergency response equipment.
15. Primary operator of initial response fire and oil spill equipment.
16. Train on shift initial response teams in fire fighting, emergency rescue, oil spill control and first aid.
17. Train and lead Emergency Response Brigade members in emergency operations during drills and actual situations.
18. Conduct on shift training of personnel in the use of protective safety equipment.
19. Serve as Acting Emergency Response Supervisor during his/her absence.
20. Respond to all emergency calls issued by the Refinery, Community and Mutual Aid Group.
21. Assist the Safety Engineer in maintaining respiratory protection equipment such as SCBA and respirator fit test.
22. Participate in weekly plant safety inspections.
23. Take readings and measure water wells.
24. Calibrate gas monitor equipment.
25. Sample air and noise.
26. Inspect safety equipment.
26. Implement safety rules at field.

V. Competencies/Skills/Work Experience (Education, experience, skills needed to do this job.)

Education: High School Diploma

Experience: 3-5 years of Police or Security Background with investigation experience.

Skills: Bilingual, personal computer knowledge

VI. Problem Solving Requirements (List major thinking challenges/complexities associated with this position.)

Manage stressful situation that may arise related to the security and safety of the employees as well as the Company property. Manage day to day security matters and give adequate priorities to them.

Emergency Response Tech. I

VII. Nature & Scope

This sensitive position runs from the absolute trust worthiness of the incumbent to the possession of patience, finesse and firmness to deal with all type of persons

VIII. Authority/Freedom to Act (Incumbent's authority to muster and deploy resources, i.e., take actions to do the job and/or influence others to take action.)

During night shifts, the incumbent is the Safety and Security Manager and must act adequately within his/her area of responsibility and contact necessary key personnel during emergencies.

IX. Communications (What people, organizations, groups—internal and external to the company—are influenced by the position? Why? How?)

Who - (Out) ▶ Fire Department, Police Department, Civil Defense
(In) ▶ All Refinery personnel

Why - Job requires direct involvement with them.

How - Person to person, telephone, written communication

X. Peer Comparison (Address internal equity issues.)

Are there jobs with similar responsibilities to this position in your department/division/company?

 X Yes No

If yes, list those jobs and describe how they are comparable to this position.

Similar organization exists in other Refineries.

Please answer these questions, prior to approving this description.

- Any unusual mental or physical functions of the job? X Yes No

Emergency Response Tech. I

If yes, describe Physical: Incumbents must be able to move freely throughout the Refinery including confined spaces. he/she must be able to use respirators and positive pressure breathing equipment when necessary. He/she must be able to assist or give first aid to employees during emergencies. Mental: The incumbent must communicate clearly and effectively in English and Spanish languages. Also, must possess leadership skills to guide personnel and must be a fast responder during emergencies and stressful situations.

XII. Approvals

Immediate Supervisor

Date

Next Level Manager

Date

ENCLOSE RELEVANT ORGANIZATION CHART(S)